


SSIS Mentor Program Advisory Committee Meeting

4/10/06

Topic	Discussion	Action Item
Welcome	<p>Welcome and attendance taken.</p> <p>In attendance w/Region number: Peggy Viznor (1), Roxanne Mertes (3), Annie DeBevec (3), Teresa Schmidt (4), Staci Stoner (5), Sue Rollins (6), Jan Stransky (7), Cathy Higgins (8), Ruth DeSaer and Peggy Klingler (9), Joy Beebe (10), Michele Bennett (11 &12), Margaret Sodemani and Wanda Houska (11)</p> <p>.</p>	100% attendance from all regions with a representative.
Future meetings	<ul style="list-style-type: none"> • Tuesday, May 23, 2006, 10:00 a.m.-11:00 a.m. • June TBD 	
Request	On the State Search, there is a message displayed when there are 500+ rows that will display. The request has been made that the message be set at 100+ instead of 500+.	Enhancement request made.
Topics of Discussion	<p>1.) Worker mentor meeting breakouts for the 5/16/06 meeting. The mentor meeting will have two hours designated for six breakout sessions led by SSIS staff. They will focus on:</p> <ul style="list-style-type: none"> a.) Service Arrangements (2 groups) b.) COA maximums and County Preferences c.) Supplemental Health Care d.) Service Agreements & Pre-printed vouchers e.) Service Arrangement Groups <p>Is this a good idea? What rules should there be in place? What more could SSIS do?</p> <ul style="list-style-type: none"> • Make sure that someone is monitoring the time and lets people know when they should move. • Make sure that the people in attendance at one, don't leave before the 15 minutes are up and go to another one. There may be too much disruption. People can go and get a beverage though and move to another session when time is called. • Have a poster sized screen print behind each session so that the fields can be referred to by the mentors and trainers. • Good idea but can someone write down the questions that were brought up so that we all know the answers? Can there be a summary session at the end? 	
	<p>2.) What should we do about SMI and SSIS coming? The staff involved with SMI will prepare counties for implementation. Counties have designated contact people. There will be more information coming out. For now, the most important task you can do is ensure accurate information in SWNDX. This takes diligence from your clearing staff to clean up errors. If you keep on top of that, your county will be in great shape.</p>	

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	<p>3.) If we do Worker mentor meetings via VPC, how would they look different from in-person meetings?</p> <p>Importance of the in-person meeting:</p> <ul style="list-style-type: none"> ▪ Networking with the other mentors and county staff ▪ Hearing the many questions that are generated from each participant which doesn't occur at VPC meetings. ▪ Hearing about and watching new version navigation ▪ Being able to talk in person with SSIS staff ▪ Spending time with new mentors and getting them acclimated to mentoring ▪ Training new mentors. <p>What will be presented at in-person meetings?</p> <p>In-person meeting topics will be more narrowly focused on mentoring skills, how mentors can support users, and improving mentor training skills. Networking and information exchange will remain a high priority at in-person meetings. Training areas of interest from past modules and requests from MPAC members. Sharing information between counties and SSIS staff.</p> <p>Importance of the VPC meetings is:</p> <ul style="list-style-type: none"> ▪ Reduction of travel and time expense ▪ Increased attendance of county staff ▪ Networking at each site ▪ Necessary to meet budget constraints. <p>What will be presented at VPC meetings?</p> <p>VPC sessions will target policy issues and presentations that are appropriate for a wider audience of county staff and for VPC format. New version navigation will be attempted and evaluated for its effective learning transfer. Sharing information between counties and SSIS staff.</p>	
	<p>4.) When the interface begins with IFS and SSIS, who will be supporting the counties? Will there be a buddy assigned to each county or should they only go through the Help Line?</p> <p>Ans: Both. There will be buddies in the background at SSIS to support counties but SSIS is asking that you go to the Help Line first and if they can't resolve the issue they will refer you to the buddy. The buddies will be working on testing of Version 4.2 and design of 4.3. They also will have many counties to support.</p>	
	<p>5.) Ramsey county has started to train their staff because they were able to get the application on their test server. Michele Bennett has also supported Ramsey County and SSIS by assisting as a trainer during Version 4.0, roaming in the classroom. Thanks, Michele! We see this as a win/win for both of us.</p>	

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Topics of information from Maureen	1.) VPC for the mentor meetings this year.. Six counties participated a meeting. The committee's recommendation, brought to the Partnership Committee from Maureen and SSIS, stated that the SSIS Worker Mentor Program will hold two of the remaining four 2006 mentor meetings via VPC. The first VPC meeting will be in July. There will be more information coming.	 VPC proposal4-26-06.doc
	2.) The Citrix server that SSIS is going to make available for counties to use for training of the application is in test mode. We are looking at availability in June 2006. 3.) A Version 4.2 training in Rochester in mid-June overlaps with the AMMSA conference. SSIS is aware that there is a conflict. We did the best that we could given the labs' availability and trainer scheduling. Thanks for the support that the counties showed in signing up, and for their patience. There is a June 21-23 training in Metro, if needed,. in two labs. Sign up in TrainLink .	
Next meeting	May 23, 2006, 10:00-11:00AM	